



DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES

Policy No.: DOC 4.1.2	Subject: OFFENDER ORIENTATION
Chapter 4: FACILITY/PROGRAM SERVICES	Page 1 of 3
Section 1: Reception and Orientation	Revision Date:
Signature: /s/ by Director Day 9/10/97	Effective Date: Jan. 1, 1998

I. POLICY:

It is the policy of the Department of Corrections to provide each committed offender with an orientation to the facility/program to advise the offender of the programs, services, and regulations of the facility or program.

II. AUTHORITY:

53-1-203, MCA. Duties and Responsibilities of the Department of Corrections

III. DEFINITIONS:

None.

IV. PROCEDURES:

Each Department facility and program will conduct a comprehensive orientation program for all newly committed offenders. An abbreviated orientation program may be used for offenders who have been recommitted. Each facility/program will develop and update, on a regular basis, an orientation program specific to the security level, programs, and services available.

A. Program Content

1. The facility/program may conduct the orientation program while the offender is housed in a separate housing unit or in another location identified for newly admitted offenders.
A specific staff member will be identified as responsible for the orientation program and

Policy No.: DOC 4.1.2	Chapter: Facility/Program Services	Page 2 of 3
Subject: OFFENDER ORIENTATION		

will establish a schedule for regular participation in the program by all eligible offenders.

2. A record will be maintained of offender participation in all orientation activities, and will be signed by staff providing the orientation and the offender.
3. The responsible staff member will ensure that each participating offender receives educational, vocational, mental health, and medical examinations, and that appropriate reports are filed from each area regarding the findings of those examinations.
4. Orientation presentations may be conducted by in-person presentations, slides, video tapes, or any other suitable medium or combination thereof. However, if electronic media are exclusively used for presentations, there must be an opportunity for offenders to question a staff member after each session.
5. The orientation program will provide, at a minimum, the following content:
 - a. A review of the offender handbook;
 - b. An explanation of facility/program services, procedures, policies, rules and regulations;
 - c. A description of facility/program activities and goals;
 - d. An explanation of any testing and examinations that will be a part of the orientation program;
 - e. Interpretation of the program into other languages, if necessary; and
 - f. An opportunity to identify special needs and problems.

Policy No.: DOC 4.1.2	Chapter: Facility/Program Services	Page 3 of 3
Subject: OFFENDER ORIENTATION		

B. Intake Case Summary

The appropriate facility/program staff shall compile a case summary report. Information compiled in this report will be used to assist classification staff in developing an appropriate case plan. The following factors may be included in that case summary:

1. Summary of the legal aspects of the case;
2. Summary of the offender's criminal record;
3. Social history summary;
4. Medical, dental, and mental illness history information;
5. Job history and interests;
6. Educational status and interests and vocational programming needs;
7. Summary of psychological evaluations;
8. Orientation staff recommendations for programming; and
9. Summary of any available pre-institutional assessment information.

C. Orientation Scheduling

The orientation program will be completed within four weeks after arrival for new commitments and one week for transferees and recommitments.

V. CLOSING:

Questions concerning this policy shall be directed to your immediate supervisor.